

**The  
Pensions  
Regulator**

Making workplace pensions work

PO Box 343  
RUNCORN  
WA7 9EG

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

Mr Donald Hill  
Clerk to the Council  
PUXTON PARISH COUNCIL  
18 MITFORD SLADE COURT  
MENDIP ROAD  
YATTON  
BRISTOL  
SOMERSET  
BS49 4JG



00041  
000380\396

5 February 2022

Dear Mr Hill

**Automatic enrolment duties: Acknowledgement of re-declaration of compliance**

This letter confirms PUXTON PARISH COUNCIL has completed a re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 (or for employers in Northern Ireland the Pensions Order 2008). The Pensions Regulator has recorded the following information as being submitted.

Date of re-declaration	<b>04/02/2022</b>
Date of re-enrolment	<b>04/02/2022</b>

**Details of the person who completed the re-declaration**

Title	<b>Mr</b>
First name	<b>Donald</b>
Last name	<b>Hill</b>
Main telephone number	<b>01934 835578</b>
Alternative telephone number	<b>07774125578</b>
Email address	<b>clerk@puxtonparishcouncil.org.uk</b>
Your contact address	<b>18 MITFORD SLADE COURT</b>
	<b>MENDIP ROAD</b>
	<b>YATTON</b>
	<b>BRISTOL</b>
	<b>SOMERSET</b>
Postcode	<b>BS49 4JG</b>
Country	<b>United Kingdom</b>

**Employer details**

Name of employer	<b>PUXTON PARISH COUNCIL</b>
Alternative identifier	<b>N/A</b>

TPR18\_1\_L400471\_070222\000380\15151of4



**automatic  
enrolment**

**Employer contact details**

Title	Mr
First name	Donald
Last name	Hill
Job title	Clerk to the Council
Email address	clerk@puxtonparishcouncil.org.uk
Employer address	18 MITFORD SLADE COURT
	MENDIP ROAD
	YATTON
	BRISTOL
	SOMERSET
Postcode	BS49 4JG

**PAYE schemes**

PAYE scheme reference 1	034/UA09624
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**Pension scheme used for automatic enrolment**

Did you have any staff on your duties start date or at the end of the postponement period(s) that you automatically enrolled into a pension scheme	No
--	----

**Staff details**

Total number of staff in employment on the re-enrolment date	1
Number of staff who were already members of a pension scheme on your re-enrolment date	1
Number of staff who did not fall into any of the above categories	0

**Important note**

**As the employer, it is your responsibility to check these details are correct. If someone else has completed the re-declaration on your behalf, this includes checking that the person who submitted the re-declaration is authorised by you to do so.**

**You should make sure that any incorrect details are amended within the next 14 days. You can do this by visiting [www.autoenrol.tpr.gov.uk](http://www.autoenrol.tpr.gov.uk)**

**If your re-declaration was done by telephone, please call The Pensions Regulator's customer support on 0345 600 1011.**

You will be required to re-enrol certain staff into a pension scheme and re-declare with The Pensions Regulator in approximately three years' time. In the meantime, you will have ongoing responsibilities to:

- continue to assess and put any staff who meet the requirements into your scheme
- pay contributions on behalf of the staff you have put into, or have asked to join, your scheme
- process anyone that has asked to join the scheme or asked to leave the scheme
- keep records of the above.


This list is not exhaustive. For more information please go to: [www.tpr.gov.uk/next](http://www.tpr.gov.uk/next)

**You should be aware that there may be consequences if you do not comply or if you provide false or misleading information to The Pensions Regulator, including fines, civil penalties and/or prosecution.**

Yours sincerely,

A handwritten signature in black ink, appearing to read "M. R. Charles". The signature is written in a cursive style with a long, sweeping tail on the final letter.

**Mel Charles**  
Director, The Pensions Regulator

**From:** ThePensionsRegulator@autoenrol.tpr.gov.uk   
**Subject:** Your legal duties: workplace pensions re-enrolment  
**Date:** 5 November 2021 at 13:08  
**To:** clerk@puxtonparishcouncil.org.uk

T



## Are you still our key contact for re-enrolment?

### Your details:

Employer name: PUXTON PARISH COUNCIL

PAYE reference number: 034/UA09624

Letter code: You will need this to complete your duties.

You can [find your letter code](#) on our website or on letters from us.

### Your key dates:

- Previous re-enrolment date: 3 April 2019
- Next re-enrolment window opens: 3 January 2022
- Next re-enrolment window closes: 2 July 2022
- Next re-declaration deadline: 2 September 2022

We're writing to you because you managed re-enrolment for PUXTON PARISH COUNCIL or helped them with their duties. If you are no longer the correct person to contact regarding re-enrolment duties, use the link below to tell us who we should contact instead. This is important as we will send further emails with useful information to help PUXTON PARISH COUNCIL with their re-enrolment.

[Tell us who to contact >](#)

### What is re-enrolment?

Every three years an employer must put certain staff back into a pension scheme. This is known as 're-enrolment'. This is an employer's legal duty and you must let us know you have done it by completing and submitting a re-declaration of compliance.

PUXTON PARISH COUNCIL last carried out re-enrolment duties on 3 April 2019 and you will once again need to check your specific duties in the same way you did then.

### Further information

For further information and tools to help you carry out your re-enrolment duties, visit our website. Act now to make sure you meet your duties on time.

[Visit our website >](#)

## Useful links

Use our [online tool](#) to help you choose a re-enrolment date. You'll need your letter code and PAYE reference number to hand.

[Watch our video](#)

If you have any questions regarding your duties, go to our online [Frequently Asked Questions](#).

## Tell us who to contact ›



The Pensions Regulator,  
Napier House,  
Trafalgar Place,  
Brighton,  
BN1 4DW

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**From:** ThePensionsRegulator@autoenrol.tpr.gov.uk   
**Subject:** Choose your date now: workplace pensions re-enrolment  
**Date:** 4 February 2022 at 12:40  
**To:** clerk@puxtonparishcouncil.org.uk



## Your re-enrolment window is open – select your date now

### Your details:

Employer name: PUXTON PARISH COUNCIL

PAYE reference number: 034/UA09624

Letter code: You will need this to complete your duties.

You can [find your letter code](#) on our website or on letters from us.

### Your key dates:

- Re-enrolment window opened: 3 January 2022
- Re-enrolment window closes: 2 July 2022
- Re-declaration deadline: 2 September 2022

Your re-enrolment window is now open, so select a re-enrolment date between 3 January 2022 and 2 July 2022.

We recommend you choose a date as early as possible to get your duties completed and save yourself time. Use our online tool to help you with this. You'll need your letter code and PAYE reference number to hand.

[Use the online tool >](#)

### What to do once you've chosen your date

On your re-enrolment date you'll need to assess certain staff, just as you did for your previous re-enrolment three years ago.

[Find out what you need to do >](#)

### Complete a re-declaration of compliance

Whether you have staff to put back into your pension scheme or not, you must complete and submit your re-declaration of compliance by **2 September 2022**.

### Useful links

If you aren't setting up re-enrolment for PUXTON PARISH COUNCIL, [let us know who to contact instead](#).

If you have any questions regarding your duties, go to our online [Frequently Asked Questions](#).

Use our online tool to help you choose a re-enrolment date >



The Pensions Regulator,  
Napier House,  
Trafalgar Place,  
Brighton,  
BN1 4DW

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Our reference: AEC-002575-L1B7



PO Box 332  
Darlington  
DL1 9PS

[www.tpr.gov.uk/re-enrol-info](http://www.tpr.gov.uk/re-enrol-info)

0000/01/0000/0000000003854706  
10747600/000146/001/001

Mr Donald Hill  
Clerk, Puxton Parish Council  
PUXTON PARISH COUNCIL  
18 Mitford Slade Court  
Mendip Road  
Yatton  
BRISTOL  
BS49 4JG



Your PAYE reference	034/UA09624
Your Letter code	1151230619

Keep this information safe to complete your duties.

December 2021



Dear Mr Hill

### Re-enrolment: your legal duties as an employer

Every three years you have a legal duty as an employer to assess and re-enrol eligible staff who have left your workplace pension scheme. This is known as 're-enrolment'. You must then submit a re-declaration of compliance to tell us how you have met your legal duties, even if you have no staff to re-enrol.

PUXTON PARISH COUNCIL last carried out re-enrolment duties on 3 April 2019 and you will once again need to check your specific duties in the same way as you did then.

### What do I need to do?

We have outlined the key steps you need to take to complete your duties:

#### Step 1: Choose a re-enrolment date

You will need to choose a re-enrolment date between 3 January 2022 and 2 July 2022. This is the date on which you need to assess and re-enrol your eligible staff.

#### Step 2: Work out who you need to re-enrol

On your chosen re-enrolment date, you'll need to assess certain staff to work out if you need to put them back into your pension scheme.

#### Step 3: Write to staff you need to re-enrol

Within 6 weeks of your chosen re-enrolment date you'll need to write to the staff you have put back into your pension scheme and let them know what you have done.

#### Step 4: Complete your re-declaration of compliance

Whether you have staff to re-enrol or not you must complete a re-declaration of compliance to tell us how you have met your legal duties.

Your re-declaration deadline is **2 September 2022**.

### More information

For more detailed information on your duties please go to: [www.tpr.gov.uk/re-enrol-info](http://www.tpr.gov.uk/re-enrol-info)





**Keeping you up to date with your duties**

According to our records, you are the person responsible for re-enrolment. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

We'll also send more regular information by email to the contact listed below to help you comply with workplace pensions law.

**Nominated contact for further information:**

**Name: Not known**

**Email address: Not known**

**Make sure your contact details are correct**

If your nominated contact's details are incorrect, or if you are no longer the person responsible for automatic enrolment, please provide us with new details at: [www.tpr.gov.uk/nominate](http://www.tpr.gov.uk/nominate). You'll need both the letter code and PAYE reference shown at the top of this letter to do this.

I will write to you again, but you should start preparing now and allow plenty of time to ensure you meet your legal duties on time.

Yours sincerely



**Mel Charles**

Director, The Pensions Regulator



Making workplace pensions work

English [Cymraeg](#)

## Re-declaration

### Summary and check

Please check all of the details below that will be in this re-declaration to The Pensions Regulator.

When you submit your declaration this will be an official record of what has been done to meet the employer's legal duties for re-enrolment, so you must make sure that all information is correct and complete.

If you are acting on behalf of the employer, you should check with the employer that this information is correct before you submit it.

To submit your declaration you must click on submit on the next page.

### Your details

**Your name**

Donald Hill

**Your main telephone number**

01934 835578

**Additional telephone number (optional)**

07774125578

**Your email address**

clerk@puxtonparishcouncil.org.uk

**Your relationship to the employer**

Other

### Your contact address

**Address**18 MITFORD SLADE COURT  
MENDIP ROAD  
YATTON

BRISTOL  
SOMERSET  
BS49 4JG  
United Kingdom

## Employer details

**Name of the employer**

PUXTON PARISH COUNCIL

**Companies House number**

Not provided

**Industrial and provident society number**

Not provided

**Registered charity number**

Not provided

**VAT registration number**

Not provided

## Employer contact details

**Owner or most senior person at the employer**

Mr Donald Hill

**Job title**

Clerk to the Council

**Email address** (optional)

clerk@puxtonparishcouncil.org.uk

## Employer's address

**Address**

18 MITFORD SLADE COURT  
MENDIP ROAD  
YATTON  
BRISTOL  
SOMERSET

BS49 4JG  
United Kingdom

### Employer's PAYE reference(s)

**034/UA09624**

### Pension scheme details

**There were no employees to be automatically re-enrolled**

## Employer's re-enrolment date

**04 Feb 2022**

## Staff details

**Total number of staff in employment on 04 February 2022 (the re-enrolment date)**

1

**Number of staff already members of a scheme on 04 February 2022**

1

**Number of staff to whom the defined benefit transitional period has been applied**

0

**Number of staff who do not fall into the above categories**

0

Please make sure all the information above is correct



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Making workplace pensions work

# Re-declaration confirmation

English

Cymraeg

## Employer details

**Name of the employer**

PUXTON PARISH COUNCIL

**Companies House number**

Not provided

**Industrial and provident society number**

Not provided

**Registered charity number**

Not provided

**VAT registration number**

Not provided

## Employer contact details

**Owner or most senior person at the employer**

Mr Donald Hill

**Job title**

Clerk to the Council

**Email address** (optional)

clerk@puxtonparishcouncil.org.uk

## Employer's address

**Address**18 MITFORD SLADE COURT  
MENDIP ROAD  
YATTON  
BRISTOL

SOMERSET  
BS49 4JG  
United Kingdom



Employer's PAYE reference(s)

**034/UA09624**

Pension scheme details

**There were no employees to be automatically re-enrolled**

## Employer's re-enrolment date

04 Feb 2022

## Staff details

**Total number of staff in employment on 04 February 2022 (the re-enrolment date)**

1

**Number of staff already members of a scheme on 04 February 2022**

1

**Number of staff to whom the defined benefit transitional period has been applied**

0

**Number of staff who do not fall into the above categories**

0


Please make sure all the information above is correct



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**From:** DoNotReply@autoenrol.tpr.gov.uk   
**Subject:** Automatic enrolment duties: Acknowledgement of re-declaration  
**Date:** 5 February 2022 at 00:48  
**To:** clerk@puxtonparishcouncil.org.uk



Dear Mr Hill

This email confirms you have completed the re-declaration of compliance for PUXTON PARISH COUNCIL with The Pensions Regulator under the Pensions Act 2008 (or, for employers in Northern Ireland, the Pensions Order 2008) on 04/02/2022.

You can view the information you submitted by logging on to the re-declaration of compliance online form.

**You should make sure that any incorrect details are amended within the next 14 days.**

We will also send a copy of this information by post to the senior contact you provided at re-declaration.

**The Pensions Regulator**

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